

City of Lynn

**INSPECTIONAL SERVICES DEPARTMENT
Coordinator**

GENERAL DUTIES/MINIMUM QUALIFICATIONS:

Under the leadership of the Director of Inspectional Services, the coordinator will be responsible for performing high level administrative functions.

Will work closely with the Director and Division Heads in developing and implementing policies and procedures to be followed. Distributes administrative orders and other information to the employees.

Handles all payroll-related duties. Responsible for the maintenance of personnel records; including, but not limited to, vacation, sick and personal leave. This task will require input from the supervisors of the different segments of the department.

Under the direct supervision of the ISD, Director supervises the clerical staff including; administrative assistants, head clerks, senior clerks, junior clerks and telephone operator. Works with the Director and Division Heads to form policy for the new department. Policy, inline with the current labor contracts and civil service regulations. Assist same with union grievances and collective bargaining. Keeps informed of new and revised personnel policy statements, regulations, directives, and other communications issued by the personnel office. Conducts and/or arranges for appropriate employee orientation. Sits in on or conducts job interviews and makes suggestions on the hiring of clerical job applicants, if deemed necessary by the director.

Assists in planning and implementing departmental improvements including organizational changes and work systems. Supervises office operations, including daily routine and work flow. Oversees departmental expenditures and purchases, and preparation and disbursement of payrolls; prepares fiscal, statistical or progress reports, and budget requests.

Coordinates fiscal procedures within the department confirming that the expenditures are in accord with the allocation of funds. Helps the department and division head in the preparation of the annual budget.

Conducts business with the general public and employees of other city departments. Acts as liaison with other departments or agencies; aids in public relations work.

Attends City Council Budget hearings at the request of the Department Head. Plans, schedules and/or attends meetings and conferences.

Must have a thorough knowledge of the principles and practices of office management; work scheduling, automation and workflow analysis. Must be able to prepare special reports and summaries. Must possess effective customer service skills and practices. Must be able to perform any and all related work as assigned.

Work Hours: City Hall Hours

Salary: \$67,677.45

Must be a Lynn resident or be willing to move to the City within six months of accepting the position

Posted: Wednesday, October 26, 2016

Close: Tuesday, November 8, 2016

Application and resume must be submitted to the Personnel Department, Room 412, Lynn City Hall by the close of business (8:00 p.m.), Tuesday, November 8, 2016.

The City of Lynn is an Equal Opportunity Employer.